

**NEW PETITION WORK LIST**  
**(IN THE FOLLOWING ORDER)**

- ( ) Voluntary Petition (all chapters)
- ( ) Exhibit “A” (attachment - Chapter 11 corporations only) (See page 2 of the Voluntary Petition as well)
- ( ) “To Be Completed if Debtor Is an Individual Whose Debts Are Primarily Consumer Debts” or Exhibit “B” (this is included on page 2 of the Voluntary Petition)
- ( ) Certification Concerning Debt Counseling by Individual/Joint Debtor(s) (this is included on page 2 of the voluntary petition. The debtor must also attach a certificate from an approved nonprofit credit counseling agency describing the services provided to the debtor and a copy of any debt repayment plan which may have been developed. (all chapters, individuals only)
- ( ) Information Regarding the Debtor, Venue (all chapters) (See page 2 of the Voluntary Petition)
- ( ) Statement by a Debtor Who Resides as a Tenant of Residential Property (all chapters, individuals only. Check a box ONLY if it applies to the debtor.) (See page 2 of the Voluntary Petition)
- ( ) Exhibit “C” (all chapters, see page 2 of the Voluntary Petition; if answer is yes, must attach Exhibit “C”)
- ( ) List of Creditors Holding 20 Largest Unsecured Claims (Chapters 9 and 11 only)
- ( ) Matrix (For all chapters except Chapter 9 or Chapter 15, a list of the names and addresses [including Zip Codes] of all creditors and interested parties [excluding the debtor(s) and debtor’s counsel] arranged in the matrix format as specified in Local Bankruptcy Rule 1007(a)-1. A debtor in a Chapter 9 case shall file a Matrix within such time as the court shall fix. In a Chapter 15 case a foreign representative shall file a list containing the name and address of all administrators in foreign proceedings of the debtor, all parties to any litigation in which the debtor is a party and that is pending in the United States at the time of filing of the petition, and all entities against whom provisional relief is being sought under § 1519 of the Code.)
- ( ) Statement of Social Security Number (All chapters, individuals only)
- ( ) Summary of Schedules (all chapters)
- ( ) Statistical Summary of Certain Liabilities (28 U.S.C. § 159) (all chapters, individual debtors only)
- ( ) Schedule A - Real Property (all chapters)
- ( ) Schedule B - Personal Property (all chapters)
- ( ) Schedule C - Property Claimed as Exempt (all chapters - individuals only)
- ( ) Schedule D - Creditors Holding Secured Claims (all chapters)
- ( ) Schedule E - Creditors Holding Unsecured Priority Claims (all chapters)
- ( ) Schedule F - Creditors Holding Unsecured Nonpriority Claims (all chapters)
- ( ) Schedule G - Executory Contracts and Unexpired Leases (all chapters)
- ( ) Schedule H - Codebtors (all chapters)
- ( ) Schedule I - Current Income of Individual Debtor(s) (all chapters - individuals only)
- ( ) Schedule J - Current Expenditures of Individual Debtor(s) (all chapters - individuals only)
- ( ) Declaration Concerning Debtor’s Schedules (all chapters)
- ( ) Statement of Financial Affairs (all chapters)
- ( ) Declaration Concerning Debtor’s Statement of Affairs (all chapters)
- ( ) A record of any interest that the debtor has in an account or program (education IRA account) as specified in § 521(c) of the Code (all chapters, individuals only, if applicable)
- ( ) Statement of Current Monthly Income and Means Test Calculation (Chapter 7, individuals only)
- ( ) Statement of Current Monthly Income (Chapter 11, individuals only)
- ( ) Statement of Current Monthly Income and Disposable Income Calculation (Chapter 13, individuals only)
- ( ) Individual Debtor’s Statement of Intention (Chapter 7 only - individuals only)
- ( ) Attorney’s Disclosure Statement (all chapters)
- ( ) Filing Fee or  
Application to Pay Filing Fee in Installments (all chapters - individuals only) or  
Application for Waiver of the Chapter 7 Filing Fee for Individuals Who Cannot Pay the Filing  
Fee in Full or in Installments (Chapter 7 debtors, individuals only)

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- ( ) Chapter 13 Plan
- ( ) Chapter 11 Small Business Financial Records - Within 7 days of the petition, a small business debtor must file its most recent balance sheet, statement of operations, cash-flow statement and Federal income tax return or the debtor must file a statement under penalty of perjury that such documents have not been prepared.

#### **FILING FEES:**

Miscellaneous Administrative Fee (in lieu of notice fee) - \$39.00 **(All Chapters)**

Filing Fee - \$ 245.00 (Chapter 7).

\$ 15.00 Surcharge Fee is charged for a Chapter 7 case only.

Filing Fee - \$ 1000.00 (Chapter 9).

Filing Fee - \$ 1000.00 (Chapter 11).

Filing Fee - \$ 200.00 (Chapter 12).

Filing Fee - \$ 235.00 (Chapter 13).

Filing Fee - \$ 1000.00 (Chapter 15).

Filing Fee - Involuntary Cases - Fees are determined by the Chapter under which they are filed. Current case filing fee is charged plus the Misc. Adm. Fee.

Conversion Fee - Surcharge fee of \$15.00 for cases (e.g., Chapter 13 or 11) converting to Chapter 7.

If a debtor converts a Chapter 7 or Chapter 13 case to Chapter 11, the debtor shall pay a fee of the amount equal to the difference between the Chapter 7 or 13 case to the fee for a Chapter 11 case.

#### **EMERGENCY FILING REQUIREMENTS:**

- 1) Voluntary Petition with all signatures (2 pages)
- 2) Matrix (See instructions above.)
- 3) Filing Fee, Application to Pay Filing Fee in Installments, or Application for Waiver of the Chapter 7 Filing Fee for Individuals Who Cannot Pay the Filing Fee in Full or in Installments (Chapter 7 only)
- 4) List of Creditors with the 20 Largest Unsecured Claims (Chapters 9 and 11 only)